

Module 9: BR component

This section reviews:

[Requirements for Job Retention Services \(JRS\)](#)

[Requirements for Job Retention Service Extension \(JRSE\)](#)

[Choosing the correct activity JRS vs JRSE](#)

[Managing JRS and JRSE components](#)



JRS vs JRSE

Job Retention Services (JRS) and Job Retention Service Extension (JRSE) are both activities used to support participants who have gained employment. Both activities use the BR component in eJAS. But JRS and JRSE have slightly different requirements and different time frames where they can be used.

The following information reviews the activities and how to use eJAS to correctly enter and track the Job Retention activities.

Opening JRS Activity

Use JRS when a participant exits BFET JS/JT/BE/VE component(s) due to employment.

Information Required in eJAS to open the JRS:

- Participant must have been in a BFET component within the last 30 days, and
- Must have secured employment while participating in BFET activities, and
- Employment is entered into the Employment Information screen in eJAS, and
- All other BFET components (except SL) are closed.
- BR start date is on or after the employment start date.
- BR is opened for a minimum of 30 days up to up to a maximum of 90 days.
- Document employment and change in the Client Notes.

Opening JRSE Activity

Use JRSE when a participant completed JRS, is employed and would benefit from additional job performance support, and:

BFA is closed

- Participation in other BFET activities is not required
- Must engage in Financial Empowerment Training

OR

BFA is Open

- working Part-Time (31 hours or less)
- Participation in other BFET activities ***is*** required. A least on of the following components is also required JT/JS/SL/BE/VE
- Must engage in Financial Empowerment Training

Opening JRSE Activity

Information required in eJAS for JRSE

- Employment is entered into the Employment Information screen in eJAS
- BFA is closed or participant is co-enrolled in (JT/JS/BE/VE/SL) component
- Documentation of progress in Financial Empowerment Training in the Client Notes
- Documentation of the reason for JRSE
- BR component opened for 90 day increments. It can be extended up to 275 days of total JRSE services.

Choosing the Correct Activity: JRS or JRSE

Job Retention Services (JRS) and Job Retention Services Extension (JRSE) both use the BR component.

Component History

You must check the Component History in eJAS to determine if you must use JRS or JRSE.

Stat	Comp	Desc	Start	Sched End	Actual End	Hrs	ESD Worker	DSHS Worker	CC	Tran Date	Refer Back/Reject Reason	Last Update UserId
A	FI	FOOD STAMP	07/16/2020	07/15/2021		01				07/21/2020		
6CK 00/00/0000 00/00/0000												
A	BR	BF E&T Ret	07/16/2020	10/11/2020		01				07/21/2020		
6CK 00/00/0000 00/00/0000												
C	FI	FOOD STAMP	11/14/2019	11/13/2020	05/18/2020	00		0800U2	AC	06/23/2020		BFEEM300
6CK 00/00/0000 05/18/2020												
C	BR	BF E&T Ret	04/17/2020	04/18/2020	04/18/2020	01		0800U2	CS	06/22/2020		
6CK 00/00/0000 04/18/2020												
C	BR	BF E&T Ret	01/20/2020	04/16/2020	04/16/2020	01		0800U2	CS	04/29/2020		
6CK 00/00/0000 04/16/2020												

Count the number of days the BR component was opened since 10/01/2019.

Be sure to include the first and last days in your day count.

This online Date duration calculator:

<https://www.timeanddate.com/date/duration.html>

can be useful.

In the above example, the BR component was opened from 1/20/2020 – 04/18/2020 = 90 days. This is JRS.
The next time BR is used is 07/16/2020 – 10/11/2020, which is JRSE.

Managing JRS and JRSE components

Currently eJAS limits access to cases when the participant's Basic Food Assistance (BFA) case has been closed for greater than 90 days.

This will impact how you manage the eJAS cases for participants that are engaged in Job Retention activities.

Information Technology Division
User Id : CUME300 Model : BFET
Logoff Training

eMessage Center

Contractor E-Msg eMessage Center

Home Help

Basic Food E&T Contractor Caseload

ZKZ-BFET & CONTRACTOR Model: BFET Number of Clients: 0001

Caseload Month Year(mm/yyyy) 10/2020 Go

Name Search Id Search CSO Search Component Search

First: Last: Id: CSO: Component:

Find

[BFET Contractor Historical Report](#)

Referral Date	Case Mgr	Id Name	TANF Status	Food Stamp Status	Comp	Comp Hours	Sched Start Sched End	Monthly Progress	Benefit History
10/09/2020	034SFO SHEILA FOWLER	2756085 CHEERIOS, YUM		Open	JS	20	09/01/2020 10/31/2020	<input type="radio"/> Yes <input type="radio"/> No	History

Home Help

Once the BFA case closes, the participant will not display on your active caseload screen in eJAS. You must use the Historical Report to find and access the case.

Managing JRS and JRSE components

You can access the participant's case from the Historical Report as long as there is an active FI component. You can view the case, enter client notes and enter Participant Reimbursements.

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BFET Contractor Historical Report

6CE-OPPORTUNITY COUNCIL BFET
Model: BFETCEN
Number of Clients: 002

Start Date: 04/01/2015

End Date: 04/30/2015

First Name:

Last Name:

Social Security Number:

ID:

[Find](#)

Id Name	Comp	Comp Hours	Sched Start Sched End	BF End Date	BF Closure reason
000000 Last name, first1	FI	00	10/07/2014 10/07/2015		
000000 Last name, first 1	JT	05	10/07/2014 04/28/2015		
00000000 Last name, first 2	JT	05	04/29/2015 09/29/2015		
00000000 Last name, first 2	BR	01	03/09/2015 06/06/2015	05/31/2015	559 CLIENT ALREADY RECEIV
00000000 Last name, first 2	FI	00	02/03/2015 02/03/2016	05/31/2015	559 CLIENT ALREADY RECEIV

You can manage components as usual for the first 90 days after the BFA closure.

Please note that the BF closure reason will not be accurate

Managing JRS and JRSE components

After 90 days, you will no longer be able to make changes to the components in eJAS yourself.

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Name LAST NAME, FIRST	JAS Id 00000	ACES Id 00000	Reg 2	CSO 037	Pgm \$	AU 00000	Telephone (000) 000-0000
Two Parent :	Required Part? :	LEP : No	EA : No	aces. online Email ID:			
HOH :	Total: 001	Recip: 000	Inelig: 000	Sngl Parent W/ Child(ren) < 6 : No			
TANF : Denied	BFA: Open	RCA:		Refugee Months:			

Client Component/Contractor/IRP Review

[Add a Component](#)

Edit

Component:

Start Date:

ESD Worker:

Contractor:

Scheduled Start Date:

Actual Start Date:

[DSHS Responsible](#)

The “Edit” link and “Add Component” button will not be available after 90 days of BFA closure.

05	Last Updated By:	Agfe300		
10/18/2015	Actual End Date:			
0370U2	Partner Id:			
10/18/2015	Referral Date:	07/20/2015	Accept/Reject Date:	
	First Contact Date:		Accept/Reject Code:	

Component:	00	Last Updated By:	Agfe300	
Start Date:	07/20/2015	Scheduled End Date:	07/19/2016	Actual End Date:
ESD Worker:		DSHS Worker:	0370U2	Partner Id:
Contractor:	6CE-OPPORTUNITY COUNCIL BFET			
Scheduled Start Date:	07/20/2015	Scheduled End Date:	07/19/2016	Referral Date:
Actual Start Date:		Actual End Date:		Accept/Reject Date:
		First Contact Date:		Accept/Reject Code:

[DSHS Responsible Dates](#)

Updated 10/2021

The BFET Field Operations team will make all component updates for you in these cases.

Use the Eligibility List to request updates to components such as changing the hours, adding components, extending component scheduled end date, or closing components.

Submit all Eligibility Lists via secure email to BFETHelp@dshs.wa.gov

Questions??

For any eJAS related questions or for assistance please don't hesitate to contact your assigned BFET Field Operations team member or email BFETHelp@dshs.wa.gov

